

## STUDENT SAFE WORK PRACTICES AND SAFETY CONTRACT

This student safety contract applies to all students that are participating in classroom, laboratory or shop related activities in which toxic or hazardous substances or activities will be conducted. This is to include science laboratories, art and specialty arts (ceramics, painting, jewelry making, glass blowing, etc.), vocational arts shops (welding, woodworking, auto, 4-H, Tech Ed, etc.), and drama/theater stage production shops.

### General Rules:

1. Conduct yourself in a responsible manner at all times. Do not run, or engage in horseplay, practical jokes, pranks or other dangerous behavior.
2. Stay at your assigned work station and do not wander around the room, distract other students, or interfere with the work of other students.
3. Follow all written and verbal instructions carefully and perform experiments or work precisely as directed by the teacher. Ask questions if you do not understand.
4. Be prepared for the work that will be conducted by reading and understanding the procedures before beginning work.
5. Read all chemical labels and equipment instructions carefully prior to use. Set up and use the prescribed equipment as directed by the teacher.
6. Inspect all equipment for damage (cracks, defects, etc.) prior to use; do not use damaged equipment.
7. Examine glassware before each use. Never use chipped or cracked glassware.
8. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
9. Do not touch any equipment, chemicals, or other materials until you are instructed to do so.
10. Know and understand the hazards of the chemical as stated in the Safety Data Sheets (SDS) or other available reference materials. Know the location of where the SDS is kept.
11. Never work alone or without the supervision of a teacher.
12. Always be alert and proceed with caution during a work session. Notify the teacher immediately of any unsafe conditions you observe.
13. Do not enter a chemical storage or preparation room unless given specific permission by the teacher.
14. Keep work areas clean and free of any unnecessary objects at all times. Bring only your laboratory/classroom instructions and other absolutely necessary materials to work at your station. Leave other materials stored in the classroom area.
15. Coats, bags, and other personal items must be stored in designated areas, not on the workstations or in the aisles.



16. Keep aisles clear. Push your chair under the desk when not in use. Never block access to exits or emergency equipment.
17. Experiments and work with chemicals must be personally monitored at all times. Never leave experiments while they are in progress.
18. Do not leave Bunsen burners unattended.
19. Turn off all heating equipment, gas valves, and water faucets when not in use.
20. Food or drink, open or closed, should never be brought into the area where toxic or hazardous substances are being used unless expressed permission from your teacher is given. A personal water bottle is allowed only in areas where these substances are not being used.
21. Keep hands away from face, eyes, mouth, and body while using chemicals. Wash your hands with soap and water at the end of each session.
22. Do not handle your cell phone while wearing protective gloves.
23. Do not apply cosmetics while in the area where chemicals are being used.
24. Thoroughly clean your workspace and all equipment at the end of each session. Return all equipment clean and in working order to the proper storage area.
25. Dispose of all chemical waste properly and as instructed by the teacher.
  - a. Never mix chemicals in sink drains. Sinks are only to be used only for water and those solutions designated by the teacher.
  - b. Solid chemicals, metals, matches, filter paper, gloves, paper towels, weigh boats, and all other insoluble materials are to be disposed of in the designated waste container, not in the sink or regular trash.
  - c. Place chemical waste in appropriately labeled waste containers. Check the label of all waste containers twice before adding chemical waste to the container.
26. Clean up spills properly and promptly as instructed by the teacher.

---

## Accidents and Emergencies:

1. Know the locations and operating procedures of all emergency and safety equipment, including:
  - a. Fire extinguishers
  - b. Fire blankets
  - c. Emergency shut-off switches (gas and electric)
  - d. Eye washes
  - e. Safety showers
  - f. First aid kits
  - g. Spill kits
  - h. Fire alarms
  - i. Exits
2. Know what to do if there is a fire drill during a period of time while working with chemicals; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
3. In case of an emergency or accident, follow the established emergency plan as explained by the teacher and evacuate the building via the nearest exit.
4. Report any accident (spill, breakage, etc.) or injury (cut burn, etc.) to the teacher immediately.
5. If a chemical splashes in your eye(s) or on your skin, notify your instructor immediately and flush with running water from the eyewash station or safety shower for at least 20 minutes.



6. If a mercury thermometer breaks, mercury must not be touched. Notify the instructor immediately.
7. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up

broken glass. Place broken glass in the designated glass disposal container.

---

### **Personal Protective Equipment and Clothing:**

1. Always wear appropriate eye protection (safety glasses, chemical splash goggles, etc) at all times.
2. Inspect all personal protective equipment for defects before use.
3. Contact lenses should not be worn in areas where chemicals are being used unless you have expressed permission from your teacher. Please let your teacher know if you wear contact lenses.
4. Long hair must be tied back. Remove or secure jewelry. Loose or baggy clothing must be secured (especially loose long sleeves, neck ties, or scarves).
5. Shoes must completely cover the foot. Low-heeled shoes with non-slip soles are preferable.
6. Always wear assigned long-sleeved, full length laboratory aprons, chemical resistant smocks, or other protective clothing as required by your teacher. Long pants that completely cover the legs are preferable.
7. Wear appropriate chemical resistant gloves as instructed by the teacher while handling chemicals. Gloves are not universally protective against all chemicals.
8. Remove any personal protective equipment (i.e. gloves, lab coat or apron, goggles) before leaving the area.

---

### **Chemical Handling:**

1. All chemicals are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so by your teacher.
2. Never place the chemical container directly under your nose and inhale the vapors.
3. Check the label on chemical bottles twice to verify that it is the correct substance before using it.
4. Take only as much chemical as you need. Weigh out or remove only the amount of chemical you need. Never return unused chemicals to their original containers. Dispose of excess in the appropriate waste container designated by your teacher.
5. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
6. Hold chemicals away from the body when transferring a chemical from one container to another.
7. Always use a spatula or approved scoop to remove a solid reagent from a chemical container.
8. Never use a metal spatula when working with peroxides. Metals will decompose explosively with peroxides.



9. Acids must be handled with extreme care.  
Always add concentrated acid to water slowly.  
Never add water to a concentrated acid.
10. Handle flammable liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
11. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.
12. When transporting chemicals (especially 250 mL or more), place the immediate container in a secondary container or bucket (rubber, metal or plastic) designed to be carried and large enough to hold the entire contents of the chemical.
13. Never handle bottles or containers that are too heavy for you.
14. Use a hot water bath to heat flammable liquids. Never heat directly with a flame.
15. Do not immerse hot glassware in cold water; it may shatter.
16. Never look into a container that is being heated.
17. Do not place hot apparatus directly on the work bench or table. Always use an insulating pad. Allow plenty of time for the equipment to cool before touching it.
18. Never store chemicals over, under, or near a sink.
19. Always work in a well ventilated area. Use the laboratory chemical fume hood, or other local exhaust ventilation as required by your teacher if you are working with chemicals that can release vapor, gases, or dust.
20. When working under a fume hood ensure the following precautions are taken:
  - a. Ensure the sash is opened to the height indicated
  - b. Keep your head and body outside of the hood face.
  - c. Chemicals and equipment should be placed at least six inches within the hood to ensure proper air flow.
  - d. Never use a fume hood for long term storage of chemicals.

---

**Additional Safety Rules:**




---

**Questions:**

Do you wear contact lenses? ☐ Yes ☐ No

Are you color blind? ☐ Yes ☐ No

Do you have allergies? ☐ Yes ☐ No

If so, list specific allergies:

---

---

**Agreement:**

I, \_\_\_\_\_ (student's name)  
have read and agree to follow all of the safety  
rules set forth in this contract. I realize that I must  
obey these rules to ensure my own safety, and  
that of my fellow students and instructors. I will  
cooperate to the fullest extent with my instructor  
and fellow students to maintain a safe  
lab/classroom environment. I will also closely  
follow the oral and written instructions provided  
by the instructor. I am aware that any violation of  
this safety contract that results in unsafe conduct  
in the laboratory/classroom or misbehavior on  
my part, may result in being removed from the  
laboratory/classroom, detention, receiving a  
failing grade, and/or dismissal from the course.

---

**Student Signature**

---

**Date****Dear Parent/Guardian:**

We feel that you should be informed regarding  
the school's effort to create and maintain a safe  
classroom/laboratory environment. With the  
cooperation of the instructors, parents and  
students, a safety instruction program can  
eliminate, prevent, and correct possible hazards.

You should be aware of the safety instructions  
your child will receive before engaging in any  
laboratory/classroom work. Please read the list of  
safety rules above. No student will be permitted  
to perform laboratory/classroom/shop activities  
unless this contract is signed by both the student  
and parent/guardian and is on file with the  
teacher.

Your signature on this contract indicates that you  
have read this Student Safety Contract, are aware  
of the measures taken to ensure the safety of  
your child in the science, art, theater and  
vocational shops and will instruct your child to  
follow these rules and procedures.

---

**Parent/Guardian Name (PRINT)**

---

**Parent/Guardian Signature**

---

**Date**